

Schedule 150-1-4-5

**HEALTH AND HUMAN
SERVICES SYSTEMS
DEPARTMENT OF HEALTH AND
HUMAN SERVICES
OFFICE OF WOMEN'S HEALTH**

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

150-1-4-5

AGENCY, BOARD OR COMMISSION

**DEPARTMENT OF HEALTH AND HUMAN
SERVICES SYSTEM**

DIVISION, BUREAU OR OTHER UNIT

OFFICE OF WOMEN'S HEALTH

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Richard A. Raymond, m.s. by Jacquelyn D. Miller, Deputy Director

TITLE

Director, Regulations and Licensure

DATE

March 9, 2005

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I. Faling

STATE ARCHIVIST

DATE

March 15, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim D. Galt

STATE RECORDS ADMINISTRATOR

DATE

March 17, 2005

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 150-1-4-5

DEPARTMENT OF HEALTH AND HUMAN SERVICES SYSTEM DEPARTMENT OF SERVICES OFFICE OF WOMEN'S HEALTH

150-1-4-5-1 EVERY WOMAN MATTERS

150-1-4-5-1-1 SERVICE CONTRACTS

Contracts with agencies, medical providers and individuals that provide consultation or services to the Every Woman Matters Program. Original contract located in Central Repository in Support Services.

ORIGINAL RECORD: Located in Central Repository Support Services.

DUPLICATE COPY: Dispose of 5 years after fulfillment of contract terms, provided audit has been completed.¹

150-1-4-5-1-2 AUTOMATED COMPUTER TRACKING SYSTEM

Information obtained from medical providers in Nebraska pertaining to women screened through the Every Woman Program, their exam results and treatment plans.

Dispose of 10 years after end of program.

150-1-4-5-1-3 BILLING AUTHORIZATIONS

Documentation for payments to medical providers for services provided under the program.

Dispose of after 5 years, provided audit has been completed.¹

150-1-4-5-1-4 CLINICAL DOCUMENTS

Every Woman Matters forms, laboratory and radiology reports submitted by medical providers throughout Nebraska, documenting enrollment into the Every Woman Matter's program, client consent, exam results and treatment received.

ORIGINAL RECORD: Scan to CD and dispose of after 6 months.

CD WORK COPY: Dispose of after Federal requirements are met under 45 CFR, Part 74, Subpart D, or 45 CFR 92.42 as applicable.

CD SECURITY COPY (CD's): Dispose of after Federal requirements are met under 45 CFR, Part 74, Subpart D, or 45 CFR 92.42 as applicable.

150-1-4-5-1-6 CONFIDENTIALITY AGREEMENTS

Agreements with staff declaring adherence to Every Woman Matters confidentiality policies.

Dispose of 5 years after termination.

150-1-4-5-1-7 INTERNAL POLICY MANUAL

Operational policies for the Every Woman Matters Program.

Dispose of 6 months after end of program.

150-1-4-5-2 WISE WOMAN

150-1-4-5-2-1 QUARTERLY REPORT

Semi-annual Report submitted to Centers for Disease Control and Prevention reporting current status of Wise Woman projects.

ORIGINAL RECORDS: Dispose of 1 year after submission.

150-1-4-5-3 HARVEST PROGRAM (OBSOLETE 2000)

150-1-4-5-3-1 HARVEST PROGRAM

All materials how-to book, background survey, Gallup contracts, quarterly reports, etc.

Immediately dispose of obsolete records.

150-1-4-5-3-2 HARVEST PROGRAM GRANT APPLICATIONS

New or continuing applications for funding for the Harvest Program. Includes application, long range goals and objectives, justification, etc.

Immediately dispose of obsolete records.

150-1-4-5-4 MISCELLANEOUS RECORDS

150-1-4-5-4-1 GENERAL AGREEMENTS AND CONTRACT MODIFICATIONS

Copy of written agreements between the State Department of Health and Human Services and medical facilities, contractors, speakers, etc. Includes updates or changes in prior agreements and contracts, which do not nullify but only modify certain aspects.

Dispose of 5 years after completion of contract, provided audit has been completed.¹

150-1-4-5-4-2 MEETING MINUTES (EWM/WW)

May include board meetings, advisory committees, task force meetings, community coalition meetings, planning committees (other than staff planning meetings).

Dispose of after 5 years after last activity, subject to review by the State Archivist before disposal for possible accession.

150-1-4-5-4-3 GRANT APPLICATION (EWM/WW)

New or continuing applications for federal funding of the Every Woman Matters and Wise Woman Program. Includes application, long range goals and objectives, justification, etc.

ACCEPTED: Dispose of after 3 years from date grant ends.

REJECTED: Dispose of after 1 year, or when no longer of administrative value, whichever is sooner.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet
